Accessing and Discovering C4D

1. Access C4D
To access the platform, type in your browser: http://collaboration.worldbank.org.

2. Click on the log in button as shown on the left.

3. Log into C4D.
   • **External Members**: On the lower left corner of the log-in page, enter your email address and click on the Confirm Address button below. An email confirmation will be sent with a token. Click on the link provided in the email and create a log-in and password.
   
   • Use the log-in and password to sign in under Returning User for future visits.
4. Once you log in with your User name and password you will be directed to window on terms and conditions. Please click the I agree to terms and conditions and then click on Accept button.

5. You will be taken to the homepage of C4D.

6. Type in Russia ECFS in the Search box as shown on the left.

7. Click on the Russia ECFS link as shown on the left.

8. Once you click on the Russia ECFS link you will be taken to a page as shown on the left and you can ask to join the group. Once you do that one of the admins will confirm your request.
9. Once your request to join is accepted you will be able to access the homepage for Russia ECFS.

10. Once you are a member you can access the topics of the e-consultation by clicking on the topics of interest as shown on the left. The topics are both in English and Russian.

11. You can reply to your topic of interest by clicking on the reply button as shown on the left.

12. Once you click on the reply button, you will be taken to a window where you can type in your reply or answer or solution. Once you have replied, click on the Add Reply button as shown on the left.

13. You can start a discussion by clicking on the start a discussion tab on the right of the page as shown on the left.

14. You can pose a question and then give your opinion as shown on the left. This works like any word document.

15. You can choose to share your discussion with specific people in your community (Russia ECFS) or with the entire C4D community. The first one is recommended.
Create a Personal Profile

Your profile is a good way to share your interests and expertise with members of your group. On your profile page you can enter your biography, prior experience, languages, and expertise. You can also change your default picture to another image of your choice!

1. Access Your Profile
   Once you have logged into C4D, click on your name on upper right hand corner of the screen.

2. Update Your Information
   On the “Actions” menu on the right of the screen you can a) Edit your profile and b) Update your photo.

3. Edit Your Profile
   To edit your profile click on the “Edit profile and privacy” link. There you can update your biography and your expertise.

4. Update your photo
   To update your profile image, click on “Change photo and avatar” you will then be able to “Add a photo”: select the one you are interested from your computer, upload it, crop it if needed, and finalize.
Create a Document

C4D allows users to create and edit online, wiki-type, documents that can be modified by a group of users collaboratively. This feature works well for documents such as team plans, meeting notes or things that need to be reviewed by your colleagues before release.

1. Select the Document feature

Documents on C4D can be created in your group or under your personal profile. Click on the “Create” menu in the top menu of C4D.

2. Select the location for your document

On the drop down menu select the group where you want to create your document or choose “your documents”.
As an alternative you can also navigate to your group and select the “Write a document” option under the Actions menu.

3. Draft Your Document

Enter title and text, categories and tags and click “Publish” to save and post your document.
Using Tags

Tags are keywords that users can associate to a piece of content: they help to describe the content, but most importantly they help to make that piece of content more easily findable in searches.

1. Tags and Tagging

- When you have content that you want to tag, scroll to the Tags field at the bottom of the page. Enter the tags that you wish to use.
- Use an underscore (“_”) between words that you wish to keep together as one tag (e.g. East_Asia)
- As you enter your tag(s), existing tags may show up as suggestions.
How to Upload a Document

When you have content to upload, click on the upload a file as shown on the left.

You can click on the Browse button and it will take you to the browser on your computer. You can add a description of what you are uploading as shown on the left.

You can save it to your group Russia ECFS or you can share it with just specific people in the Russia ECFS group by typing in their names.
How to access uploaded documents and provide comments

Click on the background documents that currently exist on the Russia ECFS page.

The document will show up on your screen or you can access the document by clicking on the PDF link as shown below.

If you encounter any problems, please contact us at ecfs_econsultations@worldbank.org